



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 3/12/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 73-6		Date Received MAR 30 1973	Application No. / Date Completed 73-242 APR 3 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Deputy Commissioner's Office 959 E. Confederate Ave., S.E. Atlanta, Georgia 30301		4. Person to Contact Mrs. Sarah Peters <i>SP</i>	6. Tel. No. 627-3531
		5. Working Title Stenographer	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1968 - present	9. Exact Series Title Speed detection device permit files
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10. What is the function of the office in which this record series is created?
- The Department of Public Safety, headed by the Commissioner and governed by the Board of Public Safety, is responsible for directing and coordinating all elements of criminal investigation, law enforcement, and public safety. Activities which facilitate this mission are; conduct of criminal and special investigations, provision of criminal laboratory facilities and services, assistance to local and Federal governmental agencies, (Investigation Division).*
- Enforcement of laws of highway safety and support of public safety programs (Uniform Division) and development, direction, and coordination of all public safety and education programs, issuance and control of drivers licenses, inspection of motor vehicles, provision of training for fire and police officers, maintenance of date on highway accidents. (Education & Safety Division).*

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the granting of permission to local agencies to install speed detection devices. Included are applications to use device, certificate of request by local official concerned. Transportation Department Survey of area conditions and permit to install and operate the device.

The file is arranged consecutively by permit number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1	15			
Legal-size File Drawers			Floor Space Occupied (Square Feet)		
			AVERAGE DAILY REFERENCES		

3 inches per year			
In Office(s)		In Storage Area(s)	
6 feet			
This Year's	Last Year's	Preceding Year's	All Prior Years
3 to 4 times weekly			

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [x] []
14. Is there a duplication of this series in another office or agency?
1-Agency concerned and 2-Department of Transportation [x] []
15. Is the information contained in this series ever summarized or published? [] [x]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
18. Could the function be performed if the files were lost or destroyed? [x] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
20. Does the record series provide data as input to an EDP file? [] [x]
21. Does the record series contain documentation produced as EDP printout? [] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [x] []
Speed detection device may be still in operation in that area.

24. REQUIREMENTS. The following requires the files to be kept indefinite years: until revoked.

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [x] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [x] Other: (Specify)

Commissioner of Public Safety Copy: When permit is revoked transfer to inactive file; cut off inactive file at the end of each calendar year, hold in current files area three years then destroy.

*Local Office Copy: Follow instructions for Commissioner of Public Safety Copy.
(Indicate briefly rationale for recommendations above/or write additional remarks):*

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	3/25/73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [] Approved [] Disapproved	<i>[Signature]</i>	3-27-73
	State Auditor/Designee [x] Approved [] Disapproved	<i>[Signature]</i>	4-2-73
	Secretary of State/Designee [x] Approved [] Disapproved	<i>[Signature]</i>	3-30-73
	Attorney General/Designee [x] Approved [] Disapproved	<i>[Signature]</i>	4-3-73

STATE RECORDS
COMMITTEE